

Summer Conference Assistant Job Description

The position of Summer Conference Assistant (CA) within the Department of Housing and Residence Life is a student staff position that requires the CA to reside in campus housing on a designated floor within an assigned residence hall for the duration of employment. The CA is responsible for assisting conference groups and serving as a resource while staying on campus for camps and conferences. The CA serves on a duty rotation. The CA works under the direction of the HRL Summer Conference Team Residence Life Coordinators (RLCs) and is indirectly supervised by the Assistant Director (AD) of Business Operations.

I Contract:

A. The CA contract is for one (1) full summer term, beginning in May running through the end of July. The final date is subject to change based on conference groups.

B. CAs receive a scholarship equivalent to the cost of a double room, a meal allowance, and paid hours up to 10 hours as compensation for their responsibilities. Scholarship covers duty responsibilities, including lock outs and dead doors. Paid hours will be check-ins, check-outs, key prep, walk-throughs, and other duties as needed.

C. Staff will be permitted to participate in military obligations (Reserves, National Guard and ROTC).

E. In the event a CA is terminated or resigns, the CA will be eligible to move out of housing, or choose to move to summer school housing if enrolled in classes. The housing and meal plan will be prorated based on move out date. It is also understood that the CA will forfeit all compensation, which includes, but is not limited to housing, meal allowance, and wages. The CAs understands that if they are terminated from the CA position that they forfeit any Fall RA or SRA assignment they may have. CAs are held responsible to the terms of the housing contract, the Residence Life Handbook, and all other published University policies and procedures.

F. Serves in on-call rotation schedule to attend to after-hour incidents. Updates professional staff on duty calls concerning, but not limited to, University police, mental health, building maintenance, conflicts, etc.

H. Works with the Summer Conference Team to plan and organize check-ins, check-outs, building walk-throughs, etc.

I. The CA must live in their assigned room within the residence hall for the duration of their employment.

J. Staff members who face disciplinary action, job probation, or termination are entitled to one appeal. To qualify for an appeal, new or sufficient evidence must be presented as proof for an appeal. That appeal should be made to the Associate Director of Residential Learning and Leadership Development. The appeal decision serves as a final decision.

II. Qualifications:

A. In accordance with the IHL Board Directive and Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, The University of Southern Mississippi *may* require all employees to be fully vaccinated against COVID-19 or to have an approved legal exemption and/or accommodation on file with Human Resources prior to your anticipated start date.

B. Ability to provide proof of COVID-19 vaccination or to have an approved legal exemption and/or accommodation on file with Human Resources prior to your anticipated start date *may* be instituted.

C. Must be classified as an upper-class student by the University's guidelines by the start of the job appointment.

D. The CA candidate must have a minimum cumulative GPA of 2.50, full-time academic status, and little to no conduct history to qualify for the CA position.

G. The CA must communicate to the Summer Conference Team about additional off campus job(s) held during their time serving as an CA.

H. The CA must have exemplified their interpersonal, leadership, and communicational skills while working with external or internal organizations (i.e., high school, college, or community service). References/recommendation must reflect the ability to work effectively in a team-setting.

I. The CA must be open to learn about other cultures and explore the meaning of diversity and inclusivity.

III. Administrative/Desk Operations

A. Acts as a liaison between the housing professional staff and the summer camp residents residing in the residence hall in all matters of mutual concern.

- B. Submits administrative tasks assigned by supervisor on time, meeting deadlines.
- C. Assists with check-in and checkout paperwork, process and procedures in the residence halls.
- E. Assists the Summer Conference Residence Life Coordinator Team in maintaining rosters at each summer conference residence hall for each group.
- F. Assists the Summer Conference Residence Life Coordinator Team in maintaining security in the halls by conducting key/access card inventory as requested by the Summer Conference RLC Team.
- G. Assist in the opening and closing of the buildings at the beginning and end of the summer.
- H. Attends all mandatory staff trainings and meetings.
- I. Works at the front desk as needed and follows all front desk policies and procedures.
- K. Clocks in for every shift worked at the desk, sign daily log, and approve time upon completing shift.
- L. Maintains awareness of conference participants entering the building, where there is a front desk in operation.

IV. Facilities Management Assistance

- A. Serves as additional live-in personnel responsible for assisting the Summer Conference Residence Life Coordinator Team in the upkeep of the building.
- B. Keeps the Summer Conference Residence Life Coordinator team informed of maintenance issues on the interior and exterior of building.

V. On-Call Duty/Student Discipline

- A. Completes all duty tasks while on-call during duty. The duty rotation starts at 5:00 p.m. until 8:00 a.m. Weekend duty will be determined by the Summer Conference Residence Life Coordinator team and according to the needs of camps and conferences. Rounds are twice per evening, 5:30 and 10:30 p.m. Lockouts and dead doors are part of on-call responsibilities.
- B. Responds to emergency situations quickly and make regular visual inspections of the condition of the facilities to communicate to the Summer Conference Residence Life Coordinator team, Assistant Director, or Maintenance Office.
- C. CAs are required to work during summer holidays when the residence halls are occupied.
- D. Acts based on training and always follow protocol when in doubt.
- E. Notifies the Summer Conference Residence Life Coordinator team of all conduct issues that may arise in the building.
- G. Serves as witness or provide testimony for the validation of conduct documentation, emergencies, and events, if needed.

VI. Staff Development/Training

- A. Attends and contributes to Housing and Residence Life and area staff meetings.
- B. All CAs will arrive to the halls earlier than camps and conferences for staff training and will remain in the halls until all duties are fulfilled. Conflicts that arise with staff training, check-ins, checkouts, and other dates will be considered on an individual basis. CAs are expected to do everything possible to be present during these mandated events.
- D. Be supportive and a positive team player while working with hall professional Housing and Residence Life staff.
- E. Maintains regular and ongoing communication with your Summer Conference Residence Life Coordinator team.

VII. Intentional Interaction

- A. Successfully completes a welcome bulletin board for each hall prior to the 1st summer conference groups checking in to campus.
- B. Communicates with all conference participants as a means of establishing friendly relationships, identifying problem areas, disseminating, and obtaining information, and answering questions.
- C. Functions as a resource referral person for conference participants by directing them to the appropriate campus office and/or continuing appropriate notification to Residence Life Coordinator.

VIII. Role Modeling

- A. CAs must role model good behavior by following campus housing and University policies. Behavior that is questionable both on and off campus could result in disciplinary action or termination.
- B. Maintains a positive attitude towards colleagues, residents, and professional staff members.
- C. Communicates to all conference participants in a respectful manner.

IX. General Availability

- A. Be reasonably available in the evening hours and on weekends when days are not declared an approved day off.
- B. Resides in the building every night of the week, including during duty and closed weekends.
- C. There will be certain weekends that will be deemed “closed weekends” and all staff will be required to remain in the halls during that time. Closed weekends will be only when absolutely necessary based on camps and conferences.
- D. Remains in the halls to assist with crisis management as directed by professional staff member(s). A declared crisis may consist of, but not limited to, weather emergencies, camp participant concerns, assistance with preparations and storm aftermath.
- E. CAs will be allowed time off per month. Requests for an individual or weekend days off must be submitted 48 hours prior to the absence and pre-approved by the Summer Conference Residence Life Coordinator team before leave can be taken. There is a 3:00 a.m. curfew that staff members will be required to meet when they are not on duty and have not declared the day(s) as an “off day(s)”.

This position is deemed Essential Emergency Staff and is required to report for storm duty as well as respond to any other emergencies deemed necessary.

Revised by tjc 3/23/2023